



JOB DESCRIPTION

Role	Deputy Headteacher: <i>Standards, Achievement and Community</i>
Pay scale	L20-24
Weekly hours	Full time

Main purpose

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating, managing and driving forward the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Ensuring staff accountability is a key driver for success
- Managing staff and resources ethically, efficiently and effectively
- Deputising for the Headteacher in their absence

Key Responsibilities:

1. Whole school leadership
2. Pupils and staff
3. Qualities and knowledge
4. Systems and processes
5. The self-improving school system
6. General

Key accountabilities	Key tasks
Whole school leadership	<ul style="list-style-type: none"> • Deputise for the Headteacher, taking accountability for all aspects of school operation in the Headteacher's absence • Lead on the development of the quality of education and across the school and how this is delivered through the senior leadership team • Take responsibility for key strategic areas of the school as directed and agreed with the Headteacher • Set an excellent example to staff and pupils • Represent the school with stakeholders and external bodies • Working with other senior leaders, contribute, shape and deliver all aspects of the school development plan, taking ownership of specific aspects as determined by role and responsibilities • Share general aspects of school management, including recruitment, staff development, organising and supporting events and communication • Provide a significant presence around school every day, including the carrying out of duties and detentions • Ensure school policies are up to date and reviewed regularly

	<ul style="list-style-type: none"> • Report to the relevant governors' committees and to the full Governing Body to ensure there is a shared understanding of the quality of education and progress made in implementing improvement plans • Working with the Trust partners, the Headteacher and other senior leaders in ensuring community links remain one of the bedrocks of the school in providing increased opportunities and clear aspirations for all pupils
Pupils and staff	<ul style="list-style-type: none"> • Fulfil the professional responsibilities of the teachers' standards • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes • Responsible for the learning and achievement of all pupils in allocated classes, ensuring excellent levels of challenge and support • Create and maintain a vibrant and positive learning environment where pupils can thrive • Adhere to deadlines for all assessment, reporting and other aspects of school life as agreed or directed • Set an excellent example of good behaviour, professionalism and respect • Consistently uphold the school's behaviour policy • Ensure excellent teaching in the school, through training and development for staff • Create an ethos within which all staff are motivated and supported to develop their skills and knowledge • Hold all staff to account for their professional conduct and practice
Qualities and knowledge	<ul style="list-style-type: none"> • Support with the day-to-day management of the school • Clearly and consistently communicate the school's vision and provide strategic leadership • Lead by example, holding and articulating clear values and moral purpose with a focus on providing excellent education for all pupils • Build positive relationships with all members of the school community through principled, transparent leadership • Maintain a thorough knowledge of local and national developments in education • Work with political and financial astuteness, translating policy into the school's context • Seek training and continuing professional development to meet own needs
Systems and processes	<ul style="list-style-type: none"> • Ensure that the school systems, organisation and processes are efficient and fit for purpose • Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour • Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice • Utilise the Governing Body and Trust Board to ensure transparency in the ways systems and processes are devised and implemented • Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources • Support distribution of leadership throughout the school
The self-improving school system	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils • Develop effective relationships with fellow professionals

	<ul style="list-style-type: none"> • Model strategic, aspirational and innovative approaches to school improvement and leadership • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
General	<ul style="list-style-type: none"> • Fulfil a teaching commitment as directed by the Headteacher • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Headteacher
Responsible for:	Multiple as agreed